



**SSO: USA Board Meeting Minutes
09.11.30**

Present: Sheama Krishnagiri; Esther Huecker; John White; Tina McNulty; Moses Ikiugu, Beth DeGrace, Elizabeth Francis-Connolly, Kate Barrett; Doris Pierce

Purpose: Board Meeting

Called to order: 1:35pm Pacific

Review of 09.11.03 Minutes: No corrections or changes. Minutes approved.

Discussion:

Secretary:

Alternate methods for taking minutes proposed by Beth. Board in agreement if enough detail is maintained to represent decision making and discussion. Doris will send Beth a template.

Communications:

Kate discussed the proposed website redesign and related costs.

Information sent to the Board for review regarding web design. See attached. Proposal included 2 phases. The intent of Phase 1: Make the website more user friendly and updated format. Phase 2: Having a place for members only, to update information and access to other members including a place to submit papers to the website. It is estimated to be a onetime cost of \$5,400.

Discussion: Questions regarding ongoing training of new members for website maintenance. Kate suggested that there should always be two people on the committee for continuity. This software can be passed along from one person to one person once unloaded from one computer can be passed along to another person. Doris suggested perhaps considering a web portal such as share point for document management which will capture all of the uploaded information. Also suggested that the Board consider an actual person, webmaster, to maintain the website and open a bid process to gather different ideas for the website and competitive pricing. Kate said that we do have a webmaster. The cost of the webmaster has been minimal and the role has been limited. The webmaster has been non responsive to contact and another webmaster should be considered. Esther would like some discussion about relationship of the proposed website with PayPal. Kate assured the committee that this would be a part of Phase 2. Esther reminded the Board that we have a domain name that we must keep track of and when to renew.

Action: Kate will contact Linda regarding domain name and renewal time and will add this responsibility to the communication chair SOP's. Kate will look into possible webmasters.

Treasurer: Esther reviewed the October and November statements. See attached

Discussion: Most expenses have come in, about 90% settled with conference. All bills from pre-conference are paid except copying. It looks like we met budgeted income for conference. We had a room contract and had to pay for 3 rooms to meet the contract. We may recoup part of that money. Right now our overall profit is \$7,400 per year. We did not give out scholarship and made more money on registration than anticipated. Esther mentioned that monies from silent auction are restricted for scholarships and are not to be considered for operating funds.

Doris noted that applications are now being received for presenting at the institute for this upcoming conference. Speakers are requesting information regarding honorariums to cover travel and related expenses. Esther said that taking into consideration the costs for lunch, gratuity and room costs the cost would be at least \$41 per person. All rooms are tied into food cost.

Action: Board Members are to start working on parts of the budget that relate to their part of the strategic plan and regular tasks and email estimated budget items to Esther.

Strategic Plan: Sheama reviewed the feedback received from membership on the strategic plan. The feedback was typed and made available to the public on the SSO website. John recorded any changes made to the strategic plan based on the discussion of the feedback.

Discussion:

- Goal Ia: The intent is to have the adhoc membership committee work in collaboration with Board.
- It was proposed to the committee to look carefully at the sequence of the goals. Recommended that the first strategy will be to go into OS programs. The committee will incorporate into its plan to look at OT programs in the
- Leader of the effort on the steps may change from year to year dependent upon the activities. The committee or person responsible primarily for the goal will be in bold
- Recommendation to move Goal IIc to Ic.
- Goal Ib: Plan for research awards needs to include fiscal structure.
- Add scholarship ad hoc committee for persons responsible on Goal 1b
- Goal II: After discussion, the suggested language change to goal IIb to read annually, evaluate, develop and improve key aspects of future conferences.
- Concern about the “timing” of Goal IIa. Conference planning is being pushed earlier and the information from the annual conference has not been analyzed. The information will be useful for those conferences yet to be planned.
- Feedback regarding having one location repeated in alternate years will be addressed by the long range planning committee.
- Feedback on the ability of the committees to maintain and protect their SOP’s was discussed along with the discounting of the 2007 member survey. Minutes from the moderated discussion from the previous year were cited in which the discussion indicated that there was a lack of appropriate questions regarding the topics on the survey and that the sample size was too small. Doris shared that Goal III reflects the growth of the association. Structures are going to shift; ad hoc committees are being created making a primary goal for the board to examine governance. Member comments reflect a request to “tighten up” governance. Esther shared that there is some perception that the member survey gathers data for the board and does not reflect a vote for the members e.g. members felt they had limited voice despite filling out the survey or that they are heard when expressing an issue. Sheama indicated that we have already begun work this past year on this by improving some processes such as consistent review of SOP’s and such. Some SOP’s have not been submitted or reviewed for three to four years prior.
- The board agreed that we do not want members to feel like they are being dismissed. Conference survey was developed by survey experts this year. We need to ask careful and deliberate questions about what the Board needs to know. Report and post information quicker and more efficiently to the website. As we improve different venues for communication this goal will also improve
- Goal IV: one editorial comment, to add “and goals similar to those of the SSO: USA”.

- Feedback on whether it is SSO's role to write a position paper was discussed per goal Iva. Position papers are intended to set policy. Could this be presumptive and exclusive? What better group to be consulted in the development of the paper? Co-author asserts collaboration. How does this happen? Discussion was tabled and put on the list that Sheama was maintaining to bring back at the next meeting.
- Goal IVb: Feedback suggested that we ensure that other OS societies are included and specifically name some other organizations. This was purposely left open to not exclude possible relationships with other organizations. But these suggestions will be taken into consideration as we develop plans to work on these goals. Goal IVb is another example of governance "inter-organizational" needs to be supported by a function placed somewhere.
- Goal V. Suggestion from a member was to add an inter-organizational liaison to the board itself. The request was from a person in the ISOS group. This will be examined as part of looking at the whole governance issue within the organization. If we do this for all our collaborations, the Board meetings can become overwhelmingly large. This should be put on the governance list for future discussion. In terms of simplifying structure, can add to the list how the secretary and communication committee could be related.
- Structural difference was noted regarding Goal IV. May be helpful to somehow indicate that "no activity in the objectives when column spaces are left blank.
- Brief discussion about reorganizing the goals of the strategic plan, as there was some sense that they were put in a particular order. Decision to place a statement at the beginning of the SP that the goals were not designed to be presented in a way that denotes priority.
- Board may create a packet of bylaw changes and presented as a group vs. one bylaw change here and one there. Sheama began to gather a list for a focused discussion in a future meeting. This list will also include items for the examination of Governance.

Decisions and Action:

- **Consensus reached to move Goal 2c to Goal 1c.**
- **Move to member survey under development. ??**
- **Table discussion regarding the AOTA position paper.**
- **John will make a disclaimer for the SP.**
- **Include language in goal 4a to reflect absence of activity.**
- **Discussion about mission and values statement will be on to do list for next month**
- **The board unanimously agreed to work on the strategic plan, as modified, for the next 5 years.**
- **John will distribute final strategic plan with edits to Board and to the website.**

Research Committee:

Doris stated that the research committee's report included the strategic plan goals and tasks. The portions in yellow require Board input and decisions. The portions in blue are the additions made with respect to the strategic plan. The SOP's for the committee was submitted and feedback was requested. See attached.

Doris highlighted the changes to the SOP from the previous version. Included up to 9 additional subcommittee members in the composition of the committee. Other changes included section 5 under meeting: the committee wanted to change meeting 5 to 6 times per year to a minimum of 3 times per year.

Institute subcommittee collaborating with conference committee was recommended, but liaison was taken out because it added an additional layer of communication. Recommended that committee chairs (research and conference) should be discussing together vs. utilizing a liaison. It was discussed that a list

of helpful hints from year to year should be maintained and to have subcommittee chairs develop operational guidelines.

Action: Doris will add written operational guidelines. Since there weren't any major changes, suggest that we vote on the Research Committee SOP with the agreed upon addition of the operational guidelines. Sheama called a vote for approval of the SOP for the Research Committee: Unanimously approved.

Institute: Need an estimate of the expenses for the room and the food. **Esther will send everything to Betty, Betsy, Doris and Lynn.**

2010 Peer Feedback for presenters: There was a box that could be checked for "mentor" for the paper. In the past was a lot of trouble and work. This past year, 22 people did request mentoring and a peer feedback form was used. This was only offered for papers and not posters. The Board recommended not doing this moving forward. **It was recommended that the room moderator for the session would ask for a volunteer to provide extensive feedback to the presenter, because organizing a mentor was laborious.** Betsy stated that a "request for a mentor" is not on the abstract submission form for this year.

Only 22 people responded to the onsite survey and it was recommended that this be considered a pilot and use some of these questions on the member survey. Brief discussion regarding posting material prior to meeting, perhaps up to one week, so the audience could be more prepared for meeting. Questions were raised regarding how realistic this is. As Kate learns more about what the website is capable of she will be able to provide these answers. On page 6 of the yellow fill items, Doris would like any input on any items that the Board would like to have on the semiannual member survey. Provide input to Bonnie Kennedy and cc Doris Pierce. Does the committee have any questions that are not necessarily related to the strategic plan but could be used in the survey? Hope to have this out in the spring. Ideas/intents can be submitted to Bonnie and Bonnie words them. **Feedback is due to Bonnie by January 15th.**

Conference Committee:

Betsy referred to the Call for Papers she sent out to everybody and requested approval. She reported that the cost structure will be for a max of 180 individuals at this venue. Abstract review committee chairs will consist of Debbie Rudman and Cathy Lysack.

Sheama noted extra items in the criteria for selection related to the subthemes. Wouldn't it change the weighting of the criteria? Betsy, Doris and Sandra did a lot of work coming up with the criteria and weightings and the ad hoc committee worked on it as well.

Betsy responded that conference subthemes were developed at previous committee meetings this spring and summer. There was brief discussion related to only calling abstracts related closely to the subthemes and the weighting of items for scoring. Betsy stated that the CSOS subthemes are broad enough that almost everybody's research area/theme is captured.

December submission timeline is not good for academicians. Betsy responded that the timeline was moved to an earlier date in anticipation of international submissions and their need for getting passports and cheaper air fare. **It was discussed and decided that the timeline should be open longer – two more weeks which would be mid-February.** This would mean that reviewers would have less time to review but does not alter the time when presenters are given results.

There will be 2 major lectures. The venue, save the date information, all this will be posted to the website in addition to the call for papers. Inclusion of the institute information will have to wait until that information is confirmed. Kate suggested that the call for papers and the conference flyer will be sent out

to membership and the website posting may be a bit delayed since we are still dependent on Tara for uploading documents and it is that time of year.

Question was asked about the time frames listed on the call for papers for presentation and discussion. Since there isn't time to discuss the motion proposed by Doris in relation to this question, the suggestion was made that it be removed from the call for papers. The motion will be discussed at the next Board meeting. Next year, the conference subthemes criteria may be removed to go back to our approved SOP for abstract review.

Betsy will send Kate all of the information tomorrow.

Action:

- **Put on next agenda mission and values; Doris's motion; conference committee SOP; December 18th will be the next meeting.**
- **Beth to send Kate most updated membership list. Beth to email Judy for membership list.**
- **Due to the delay in confirming a meeting time, the meeting originally scheduled for December 18th does not work for all members. Sheama will send out a meeting request via Meeting Wizard. Please respond ASAP.**
- **Please remember to fill in tracking sheets for the year for your committee/position per the strategic plan activities and regular activities.**

Meeting Ended: 3:35 pacific time